



## Real Property Technician

**Department:** Utilities

**Class Code:** 6311

**EEO Code:** 25

**FLSA:** N

**Effective:** 01/08/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in performing research for deed and easement preparation and reviewing subdivision plats; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Performs title searches, and prepares deeds, easements and other agreements; compares subdivision plats and easement plats against water and sewer plans for accuracy; reviews all plats to ensure compliance with current requirements; processes applications for vacation of easements, and processes applications for licenses to perform work on County property; prepares public notices for vacation of easements and County property and sale of County property; prepares Board of Supervisor agenda items; maintains cross reference and indexes for easement and subdivision plat records; communicates information regarding easements and rights of way to general public contractors, engineers and surveyors; collects data for special projects; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of deed, easement and other legal document preparation and basic real estate law and contract law; of filing systems; of drafting, surveying and record keeping.

Working skill in researching and compiling information; in preparing official documents accurately; in establishing a good rapport and working relationship with County departments and general public; in communicating effectively; in preparing reports and reading plats; ability to perform some research in field.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and some college coursework in drafting, surveying and real estate law and one year of Right of Way experience; or an equivalent combination of training and experience. Must possess a valid vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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